

CHAPTER 105 INSPECT FAR PART 147 AVIATION MAINTENANCE TECHNICIAN SCHOOL

Section 1 Background

1. PTRS ACTIVITY CODES

A. *Maintenance*: 3650/3659/3661

B. *Avionics*: 5650/5659/5661

3. OBJECTIVE. This chapter provides guidance for conducting surveillance of certificated Aviation Maintenance Technician Schools (AMTS).

5. GENERAL

A. *Inspections.* Certificated Aviation Maintenance Technician Schools must be monitored for adherence to their curriculums and continued compliance with the certification requirements and operating rules.

B. *Inspection Scheduling.* FAR § 147.43 allows inspection of a school at any time to determine its compliance with FAR Part 147.

(1) *Formal inspections.* The purpose of a formal inspection is to determine whether the school continues to meet the requirements under which it was certificated.

(a) Generally, there will be two formal inspections per year. The actual number of formal inspections may vary depending upon the FAA staffing and workload, the particular school to be inspected, and other factors. As a minimum, each school must have one formal inspection per year.

(b) At the inspection exit briefing, the school must be provided verbal notification of discrepancies found during the formal inspection. Within five working days, the exit briefing will be followed up with a written list of areas of non-compliance. The school must initiate immediate corrective action to demonstrate regulatory compliance and must provide the district office with written notification of the action taken.

(c) Before beginning subsequent inspections and surveillance of the school, the inspector will review the district office file to verify any previous deficiencies. The inspector will inspect the school to assure compliance in these areas.

(2) *Informal inspections.* Generally, an informal inspection will be less comprehensive than a formal inspection. This inspection may be unannounced at the inspector's discretion. The purpose of the informal inspection is to evaluate a specific area of the operating rule, or to ensure the program is effective.

(a) The frequency of informal inspections will vary according to the needs of the individual school and the FAA workload. As a minimum, however, there must be no fewer than two informal inspections per school year.

(b) The school must be notified in writing of deficiencies found during the informal inspection. The discrepancies shall be recorded and the record placed in the office file for reference and followup purposes.

NOTE: The inspector must explain to the school the time period within which the discrepancies must be corrected.

7. SURVEILLANCE OBJECTIVES

A. *Instruction Time.* Based on a variety of indicators, it is apparent that some schools do not provide the number of hours of instruction specified in their approved curriculums. One of the objectives of surveillance is to ensure that typical "time-loss" items do not affect curriculum hours.

(1) The inspector must be aware of the following:

- Instructors ill or on leave. In small schools this could result in classes being dismissed or students being sent to a room to study.

- Teachers' strikes
- Weeks during which students are scheduled for private study and/or testing outside of the approved curriculum
- Class outings that take time away from instructional hours
- Student achievement days, sports days, and special event days
- Teacher's meetings and grading days
- Absences beyond those permitted in the FAA-approved curriculum
- Classroom time spent on non-instructional activities such as school administrative work and pep rallies, etc.
- Any other activity that intrudes on instructional time

(2) Published school calendars, individual student enrollment schedules, student makeup schedules, and class schedules are good sources of surveillance information.

B. *Credit for Prior Instruction or Experience*

(1) School records must show the basis for crediting previous instruction or experience, including records of tests and copies of documents. School records also must indicate the exact curriculum subjects to which previous instruction is credited.

(2) FAR §§ 147.31(c)(1) and (2) allow credit for instruction satisfactorily completed at the following:

- An accredited university, college, or junior college
- An accredited technical school, trade school, vocational school, or high school
- A military technical school

- An aviation maintenance technician school, before or after its certification, other than the crediting school

NOTE: Accreditation as referenced in FAR Part 147 refers to schools accredited within the United States. Foreign aviation maintenance technician schools are not eligible for FAA certification. Therefore, no credit may be granted for prior instruction in foreign schools.

NOTE: FAR § 147.31(c)(1)(iv) must not be interpreted as requiring a student to retake the general portion of the curriculum after successfully completing one rating and enrolling in a course of study for the other rating. The General portion is not required to be taken twice, provided that it is clearly separate from both the Airframe and Powerplant portions and conforms to the requirements of FAR Part 147, Appendices A and B.

(3) The recordkeeping requirements of FAR § 147.33 for previous experience or instruction are applicable. See Vol. 2, Ch. 187 for details.

C. *Progress Records or Charts.* Progress records or charts need not show grades for practical laboratory work if these grades are available in another record.

D. *Transcripts.* Grade transcripts must be available to the student regardless of whether or not the student graduates.

(1) The transcript must be clearly distinguishable from a graduation certificate and must be limited to only those subjects required by FAR Part 147.

(2) A student shall be issued a graduation certificate or certificate of completion only if all curriculum requirements have been completed, either by taking and passing the specified courses or by being properly credited with them.

E. *Quality of Instruction.* A school must provide instruction of such quality that during any 24-calendar month period a prescribed percentage of its graduates will be able to pass the appropriate FAA written test on the first attempt. See Vol. 2, Ch. 185.

(1) Corrective action may be indicated if the levels fall below those specified in FAR § 147.38(a).

(2) While poor test performance alone may not indicate poor instruction, it may be an indication that some aspects of the school operation are inadequate or ineffective.

F. *Facilities.* School space usage must allow for appropriate separation of classes as specified in FAR § 147.15(a). See Vol. 2, Ch. 188 for details.

Section 2 Procedures

1. PREREQUISITES AND COORDINATION REQUIREMENTS

A. *Prerequisites*

- Knowledge of FAR Parts 43, 65, and 147

B. *Coordination.* This task may require coordination with avionics inspectors.

3. REFERENCES, FORMS AND JOB AIDS

A. *References*

- Order 8300.5, General Aviation Job Function Reference Guide for Aviation Safety Inspectors (Airworthiness), as amended

B. *Forms*

- AC Form 8080-08, Aviation Maintenance Technician School Norms vs. National Passing Norms
- AC Form 8080-10, Aviation Maintenance Technician School Norms vs. National Passing Norms (Summary)
- AC Form 8080-13, Aviation Maintenance Test Applicant Listing
- FAA Form 8310-6, Aviation Maintenance Technician School Certificate and Ratings Application (inspection report section)

C. *Job Aids.* None.

5. PROCEDURES

A. *Review FAA Office Files Relating to the School*

- (1) Review the school's approved curriculum.
- (2) Check the inspection history, if applicable.

B. *Review Enrollment Records.* Determine that the number of students enrolled is not more than the number approved in the school's application. Determine that the school can effectively instruct the number of students actually enrolled.

C. *Review Student Records.* Determine whether records are available for all students. Select the records of one or two recently graduated students and one or two current students and perform a total verification ensuring:

- (1) The attendance system shows the hours of absences allowed and make-up provisions for **subject material** missed
- (2) The attendance system does not permit the time required to make up missed material to be deducted from regular instruction time
- (3) The approved attendance system is being followed
- (4) Recordkeeping meets the requirements of FAR § 147.33

D. *Examine the System for Determining Final Course Grades.* Ensure the system reliably distinguishes between successful students and unsuccessful students. See Curriculum in Vol. 2, Ch. 187.

(1) Ensure all grade reports and records identified as part of the approved grading system meet the recordkeeping requirements of FAR § 147.33.

(2) Ensure that the approved grading system is being followed.

E. *Ensure Maintenance of Instructor Requirements.* Determine whether instructor resources are adequate and effective, meeting the requirements of FAR § 147.36.

(1) Check the instructor/student ratio against the maximum allowable ratio of 1:25 in a shop or lab. If necessary, require a lower ratio in any shop or lab to provide adequate instruction and supervision of students.

(2) Determine that instruction given by specialized instructors is well-coordinated with aviation technical subjects, i.e., math instructors might teach weight and balance principles. Evaluate the suitability of non-certified instructors to teach certain general courses on an individualized basis.

(3) Determine that the school has positive control over what is taught and when it is taught, in accordance with its approved curriculum.

(4) Observe classes and conduct interviews to determine individual instructor effectiveness. While it is permissible to talk to instructors and/or students in an ongoing lab or shop session, try to avoid disrupting any theory class while it is in session.

(5) As discussed in Vol. 2, Ch. 187, encourage the school to assess instructor performance regularly and provide for instructor improvement.

F. *Ensure School Space Usage Allows for Appropriate Separation of Classes in Session (FAR § 147.15(a)).* See Vol. 2, Ch. 188.

G. *Examine the Aviation Maintenance Technician School Norm Vs. National Passing Norms (AC Form 8080-08) to Identify Any Deficiencies.* Determine the cause(s) of poor test performance and discuss with the school ways of improving the overall school program. See Vol. 2, Ch. 185 for guidance in the use of the National Passing Norms. Obtain from the school records the names and graduation dates of all graduates for the 24-month period desired. Ensure the ending date of the 24-month period is at least 60 days prior to the current date.

(1) For a record search to obtain subject grades for each individual, forward the list of names and graduation dates to:

Aviation Standards National Field Office
Maintenance Support Branch, AVN-140
P.O. Box 25082
Oklahoma City, OK 73125

(2) If the record search indicates significant deviation from the norm, initiate corrective action.

(3) If the AMTS does not take corrective action, or their response is unsatisfactory, initiate enforcement action.

7. TASK OUTCOMES

A. *Notify the School in Writing of Any Deficiencies Found During the Inspection*

B. Complete a PTRS Transmittal Form

9. FUTURE ACTIVITIES

A. Ensure that any deficiencies have been corrected.

B. If necessary, increase surveillance.